



Policy Updates

Issuance Date: October 7, 2019

What's Revised?

Policies

- [CON-1-A-7-7.06.2007](#), **Audit Requirements**: revised policy adds a note for DCF Provider Agencies seeking guidance from the listed authority of the State Grant Compliance Supplement to refer to the NJ Department of Human Services section.
- [DCF-III-E-1-07-2019](#), **Use of State Vehicles**: policy has been updated to include the following:
 - A note was added to the personal use section clarifying that staff shall document transporting clients to run errands on the Contact Activity Note
 - Who can ride in a state car section to include the term “work-related”
 - The Department shall conduct periodic monitoring of employees’ driver’s licenses
 - Clarifying language that consistent with State law, DCF employees shall be able to use **hands-free wireless devices** while operating a

State motor vehicle. This applies to both State-issued wireless devices and personal wireless devices.

- Clarifying language included in the section regarding the Dispatcher Repairer. **Note:** The Dispatcher Repairer may not sit in the office he or she is assigned. The Dispatcher Repairer is assigned multiple offices and may or may not have a seat designation in any particular assigned office.
- Clarifying language added regarding the use of State fuel. State-issued fuel cards refer to all gasoline cards issued by the State, its agencies, or employees, including "Ward" fuel cards, which are utilized at Central Motor Pool fueling stations. **State fuel is only to be used in State vehicles.**

As a reminder, there are known issues with the Policy Manual search function that are being reviewed. If you need assistance finding or verifying a policy, please contact the Office of Policy and Regulatory Development at 609-888-7030 or policy@dcf.nj.gov.

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